

internal memorandum

TO SENIOR ADMINISTRATORS
FACULTY
LIBRARIANS

FROM

J. STIRLING DORRANCE
ASSISTANT TO THE RECTOR - PUBLIC RELATIONS

DATE

June 9, 1976.



INFORMATION OFFICE ORGANIZATION

Joel McCormick	- University Editor & Information Officer	879/8497
Lilian Goetze	- Assistant Information Officer (SGW Campus)	879/8498
Ginny Jones	- Assistant Editor	879/8497
Christy McCormick	- Assistant Information Officer (Loyola Campus)	482/0320 (Local 313.)

The University Editor & Information Officer is in charge of SGW Campus operations and matters of university-wide concern. The Assistant Information Officer Loyola Campus is responsible for that campus; both will report to me.

The organization has been designed to provide an integrated information service across the university as well as serve individual campus requirements at Concordia.

A booklet describing the variety of services the Information Office offers will be made available in late summer. In the meantime, I hope that you will make use of the office for your more current information and public relations requirements.

A handwritten signature in black ink, appearing to read "Stirling Dorrance". It is enclosed in a decorative oval border.